GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: .GSAAdvantage.gov.

Pembroke
PEMBROKE PARTNERS, LLC

Schedule for – Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: 47QRAA18D007A
Pricing: Current as of Modification PS-A837 MAS Dated October 11, 2021

Contract Period: April 4, 2018 to April 3, 2023

PEMBROKE PARTNERS LLC
8731 ARLEY DRIVE
SPRINGFIELD, VA22153 1514

Telephone: 703-745-5503
Web Site: https://www.pemroke-us.com/
E-mail: corporate@pemroke-us.com
Contract Administration: Gregory T. Chasteen

Business Size/Status: Small Business
Service-Disabled Veteran-Owned Small Business (SDVOSB)

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract’s awarded size status for the preponderance NAICS designated in the RFQ is “other than small”.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
**TABLE OF CONTENTS**

1.0 PEMBROKE OVERVIEW ................................................................. 1
2.0 CUSTOMER INFORMATION ............................................................ 2
3.0 PRICING ..................................................................................... 4
4.0 GSA LABOR CATEGORY DESCRIPTIONS ......................................... 5
   - Analyst I ................................................................................ 5
   - Analyst II .............................................................................. 5
   - Analyst III ............................................................................. 5
   - Technical / Program Consultant I ............................................. 6
   - Technical / Program Consultant II .......................................... 6
   - Technical / Program Consultant III ......................................... 6
   - Technical / Program Senior Consultant ................................... 7
   - Technical / Program Lead ....................................................... 7
   - Technical / Program Manager / Advisor .................................. 7
   - Subject Matter Expert ............................................................ 8
5.0 EDUCATION SUBSTITUTION ........................................................ 8

**TABLE OF FIGURES**

Figure 1 - Pembroke Services - Integrated Business Consulting ........................................... 1
Figure 2 - Table of Awarded SINs ................................................................................... 2
Figure 3 - Pricing Table ............................................................................................... 4
Figure 4 - Labor Category Description Overview ........................................................... 5
Figure 5 - Education Substitution .................................................................................. 8
1.0 PEMBROKE OVERVIEW

Pembroke Partners, LLC (Pembroke) provides business and technology management services to U.S. and international public-sector organizations. We guide and support improvements in organizational capabilities and efficiencies through the use of strategy, program management, business process and technology solutions and services.

The Pembroke team has first-hand leadership experience managing and directing some of the largest business and technology modernization programs in both the U.S. Civil and Defense Agencies. Acting as a trusted advisor, our team values direct and honest communication and helps organizations make unbiased informed decisions.

Pembroke’s management and technology support services are matched by considerable industry knowledge, technical expertise and a commitment to understanding the Government client’s perspectives, needs and operational environment. The combination of our functional services, our industry knowledge and long-term dedication helps clients implement new capabilities and solve relevant performance challenges.

Figure 1 - Pembroke Services - Integrated Business Consulting

<table>
<thead>
<tr>
<th>Strategic Management services help clients choose the best investments and set strategic direction.</th>
<th>Requirements and Analysis teams focus on collaborative business process and solution design.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Stakeholder &amp; Needs Analysis</td>
<td>• Enterprise Business Analysis</td>
</tr>
<tr>
<td>• Business, Technology &amp; Organizational Planning</td>
<td>• Requirements Management</td>
</tr>
<tr>
<td>• Capability and Technology Roadmaps</td>
<td>• Business &amp; Solution Architecture</td>
</tr>
<tr>
<td>• Financial Planning &amp; Management</td>
<td>• Process Improvement / BPR / Lean Six Sigma</td>
</tr>
<tr>
<td>• Opportunity &amp; Decision Analysis</td>
<td>• Solution Approach &amp; Design</td>
</tr>
<tr>
<td>• Investment, Business Case Support</td>
<td>• Organizational Alignment</td>
</tr>
<tr>
<td>• Portfolio &amp; Investment Management</td>
<td>• Acquisition Planning &amp; Support</td>
</tr>
<tr>
<td>• Organizational Design / Human Capital Planning</td>
<td>• Program Initiation, Planning and Readiness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program &amp; Operational Management practices encourage cost and productivity efficiencies.</th>
<th>And our comprehensive mission focused approach supports the realization and sustainment of benefits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Program &amp; Project Management</td>
<td>• Value Based Performance Measurement</td>
</tr>
<tr>
<td>• Technical Operations Management</td>
<td>• Customer Benefit Realization</td>
</tr>
<tr>
<td>• Risk &amp; Issue Management</td>
<td>• Quality Assurance &amp; Control</td>
</tr>
<tr>
<td>• Cost, Schedule, &amp; Scope Management</td>
<td>• Independent Validation &amp; Verification</td>
</tr>
<tr>
<td>• Organizational Change Management</td>
<td>• Benefit Communication</td>
</tr>
<tr>
<td>• Human Resource Management</td>
<td>• Training &amp; Knowledge Transfer</td>
</tr>
<tr>
<td>• Tactical and Executive Reporting</td>
<td></td>
</tr>
</tbody>
</table>
2.0 CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

*Figure 2 - Table of Awarded SINs*

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See approved GSA pricing.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. **Maximum Order:** $1,000,000.00

3. **Minimum Order:** $100.00

4. **Geographic Coverage (delivery Area):** Worldwide

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

7. **Quantity discounts:** None Offered

8. **Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items (list items by country of origin):** None

10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

10b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
10d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. **F.O.B Points(s):** Destination

12a. **Ordering Address(es):** Same as Contractor

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment address(es):** Same as company address

14. **Warranty provision:** Contractor’s standard commercial warranty.

15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

17. **Terms and conditions of installation (if applicable):** N/A

18. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

18a. **Terms and conditions for any other services (if applicable):** N/A

19. **List of service and distribution points (if applicable):** N/A

20. **List of participating dealers (if applicable):** N/A

21. **Preventive maintenance (if applicable):** N/A

22a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/: N/A

23. **Unique Entity Identifier (UEI) Number:** 079139482

24. **Notification regarding registration in System for Award Management (SAM) database:** Registered
3.0 PRICING

Final Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

*Figure 3 - Pricing Table*

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Awarded Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>541611</td>
<td>Analyst I</td>
<td>Customer</td>
<td>$83.42</td>
</tr>
<tr>
<td>2</td>
<td>541611</td>
<td>Analyst II</td>
<td>Customer</td>
<td>$94.71</td>
</tr>
<tr>
<td>3</td>
<td>541611</td>
<td>Analyst III</td>
<td>Customer</td>
<td>$105.00</td>
</tr>
<tr>
<td>4</td>
<td>541611</td>
<td>Technical / Program Consultant I</td>
<td>Customer</td>
<td>$111.84</td>
</tr>
<tr>
<td>5</td>
<td>541611</td>
<td>Technical / Program Consultant II</td>
<td>Customer</td>
<td>$132.42</td>
</tr>
<tr>
<td>6</td>
<td>541611</td>
<td>Technical / Program Consultant III</td>
<td>Customer</td>
<td>$149.21</td>
</tr>
<tr>
<td>7</td>
<td>541611</td>
<td>Technical / Program Senior Consultant</td>
<td>Customer</td>
<td>$173.50</td>
</tr>
<tr>
<td>8</td>
<td>541611</td>
<td>Technical / Program Lead</td>
<td>Customer</td>
<td>$192.44</td>
</tr>
<tr>
<td>9</td>
<td>541611</td>
<td>Technical / Program Manager / Advisor</td>
<td>Customer</td>
<td>$203.53</td>
</tr>
<tr>
<td>10</td>
<td>541611</td>
<td>Subject Matter Expert</td>
<td>Customer</td>
<td>$238.79</td>
</tr>
</tbody>
</table>

Service Contract Act: The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
4.0 GSA LABOR CATEGORY DESCRIPTIONS

Figure 4 - Labor Category Description Overview

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category Name</th>
<th>Education</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Analyst I</td>
<td>Associate Degree</td>
<td>1</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst II</td>
<td>Bachelor’s Degree</td>
<td>3</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst III</td>
<td>Bachelor’s Degree</td>
<td>5</td>
</tr>
<tr>
<td>541611</td>
<td>Technical / Program Consultant I</td>
<td>Bachelor’s Degree</td>
<td>2</td>
</tr>
<tr>
<td>541611</td>
<td>Technical / Program Consultant II</td>
<td>Bachelor’s Degree</td>
<td>5</td>
</tr>
<tr>
<td>541611</td>
<td>Technical / Program Consultant III</td>
<td>Bachelor’s Degree</td>
<td>7</td>
</tr>
<tr>
<td>541611</td>
<td>Technical / Program Senior Consultant</td>
<td>Bachelor’s Degree</td>
<td>8</td>
</tr>
<tr>
<td>541611</td>
<td>Technical / Program Lead</td>
<td>Master’s Degree or equivalent experience</td>
<td>8</td>
</tr>
<tr>
<td>541611</td>
<td>Technical / Program Manager / Advisor</td>
<td>Master’s Degree or equivalent experience</td>
<td>10</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert</td>
<td>Master’s Degree or equivalent experience</td>
<td>12</td>
</tr>
</tbody>
</table>

Analyst I

The Analyst I possesses the ability to apply analytical frameworks and processes to address client needs. Applies analytic techniques and contributes to the implementation of project task. Support the client with analyst functions including data collection, research, analysis, testing, and tracking of performance measurements to support project objectives. Conducts a broad range of business and project activities in support of the project team’s objectives. Works closely with other analysts, task leads, or management.

Experience Requirement: Minimum of 1-year experience

Educational Requirement: Associates’ degree in a relevant field

Analyst II

The Analyst II possesses demonstrated experience and the ability to apply analytical frameworks and processes to address client needs. Applies analytic techniques and contributes to the implementation of project tasks. Support the client with analyst functions including data collection, research, analysis, testing, and tracking of performance measurements to support project objectives. Conducts a broad range of business and project activities in support of the project team’s objectives. Works closely with other analysts, task leads, or management.

Experiential Requirement: Minimum of 3 years’ experience

Educational Requirement: Bachelor’s degree in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. Certifications in the related area are desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA. We may substitute experience for education on the following basis: 4 years of experience for a Baccalaureate degree.

Analyst III

The Analyst III possesses demonstrated experience and the ability to apply analytical frameworks and processes to address client needs. Applies analytic techniques and contributes to the implementation of project tasks. Leads project analyst tasks including data collection, research, analysis, testing, and tracking of performance measurements to support project objectives. Develops and presents options and recommendations. Prepares written project reports and presentations.
Conducts a broad range of business and project activities in support of the project team’s objectives. Works closely with other analysts, task leads, or management and may manage the activities of other analysts.

**Experience Requirement:** Minimum of 5 years’ experience

**Educational Requirement:** Bachelor’s degree in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. Certifications in the related area are desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA. We may substitute experience for education on the following basis: 4 years of experience for a Baccalaureate degree.

---

**Technical / Program Consultant I**

The Technical / Program Consultant I possesses the ability to support program management, business consulting, or technical advisory services. The individual possesses analytics and consulting capabilities and is able to work independently and take responsibility for completing tasks, deliverables and work products. The individual possesses strong consulting and business analysis skills such as listening, data gathering, analysis, attention to detail, writing and communication. The Consultant I may lead and be responsible for the delivery of work products and coordinated with other consultants or staff as necessary.

**Experience Requirement:** Minimum of 2 years’ experience

**Educational Requirement:** Bachelor’s degree in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. Certifications in the related area are desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA. We may substitute experience for education on the following basis: 4 years of experience for a Baccalaureate degree.

---

**Technical / Program Consultant II**

The Technical / Program Consultant II has demonstrated experience in program management, business consulting, or technical advisory services. The individual possesses analytics and consulting capabilities and is able to work independently and take responsibility for completing tasks, deliverables and work products. The individual possesses strong consulting and business analysis skills such as listening, data gathering, analysis, attention to detail, writing and communication. The Consultant II may lead smaller tasks and coordinate the activities of other consultants or staff as necessary.

**Experience Requirement:** Minimum of 5 years of experience in the field

**Educational Requirement:** Bachelor’s degree in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. Certifications in the related area are desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA. We may substitute experience for education on the following basis: 4 years of experience for a Baccalaureate degree.

---

**Technical / Program Consultant III**

The Technical / Program Consultant III has demonstrated experience in program management, business consulting, or technical advisory services. The individual can provide strategic and tactical consulting recommendations for complex program or issues; and, the individual may be responsible for completing complex tasks, deliverable and work products. The individual possesses excellent consulting and business analysis skills such as listening, analysis, attention to detail, writing and communication. The Consultant III may lead task and manage the activities of other consultants or staff as necessary.

**Experience Requirement:** Minimum of 7 years of experience in a relevant field

**Educational Requirement:** Bachelor’s degree in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. Certifications in the related area are...
desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA. We may substitute experience for education on the following basis: 4 years of experience for a Baccalaureate degree.

**Technical / Program Senior Consultant**

The Technical / Program Senior Consultant possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes for complex tasks in organizations. The individual possesses the ability to both define project or task objectives and support the execution and implementation. Provides leadership and consulting recommendations to the client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. May direct the activities of other consultant or staff as necessary.

**Experience Requirement:** Minimum of 8 years of experience in the field or in a related area

**Education Requirement:** Bachelor’s degree, plus Master’s degree in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. Certifications in the related area are desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA. We may substitute experience for education on the following basis: 4 years of experience for a Baccalaureate degree.

**Technical / Program Lead**

The Technical / Program Lead is responsible for the coordination and completion of a component of program or project. Oversees the component area, sets deadlines, assigns responsibilities, monitors and summarizes progress of component area. Individual is familiar with a variety of domain specific concepts, practices, and procedures. Relies on experience and judgment to plan, execute tasks and accomplish goals. May lead and direct the work of others. The individual may also act in an advisory capacity in order to support the technical planning, implementation or course-correction of the component area.

**Experience Requirement:** Minimum of 8 years of experience in the field or in a related area

**Educational Requirement:** Bachelor’s degree, in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. We may substitute experience for education on the following basis: 4 years of experience for a Baccalaureate degree. Certifications in the related area are desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA.

**Technical / Program Manager / Advisor**

The Technical / Program Manager / Advisor is responsible for the coordination and completion of the program, project, or major project component. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, monitors and summarizes progress of project. Delivers reports for upper management regarding status of project. Individual is familiar with a variety of domain specific concepts, practices, and procedures. Relies on experience and judgment to plan, execute tasks and accomplish goals. Leads and directs the work of others. Demonstrates effective oral and written communication skills. The individual also act in an advisory capacity in order to support the strategic planning, implementation or course-correction for major programs or projects.

**Experience Requirement:** Minimum of 10 years of experience in the field or in a related area

**Educational Requirement:** Bachelor’s degree, plus Master’s degree in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. We may substitute experience for education on the following basis: 4 years of experience for a Baccalaureate degree, and 8 years’ experience for a Master’s degree. Certifications in the related area are desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA
**Subject Matter Expert**

The SME possesses superior and specialized knowledge, experience, and education, and who has demonstrated performance in a functional or technical area, e.g., business functions, technology, and other specified areas. This individual is capable of providing executives with expert advice, analysis, managerial and strategy support. The SME provides insights to senior leaders including appointees and career senior managers.

**Experience Requirement:** Minimum of 12 years of experience in the field or in a related area

**Educational Requirement:** Bachelor's degree, plus Master’s degree in Business, Management, Information Technology, Computer Science, Engineering or other related management or technical discipline. We may substitute experience for education on the following basis: 4 years’ of experience for a Baccalaureate degree, and 8 years’ experience for a Master’s degree. Certifications in the related area are desirable, e.g., PMP, Lean Sig Sigma, CISSP, CRISC, ITIL, CISM, CISA.

### 5.0 EDUCATION SUBSTITUTION

*Figure 5 - Education Substitution*

<table>
<thead>
<tr>
<th>Degree</th>
<th>Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td>4 years of relevant experience</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Associate degree plus two years of experience or professional certification, e.g., PMP, Lean Sig Sigma, or 6 years of relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelor’s degree plus two years of relevant experience or professional certification, e.g., PMP, Lean Sig Sigma, or Associate degree plus four years or relevant experience</td>
</tr>
</tbody>
</table>

Completion of higher education credits may be counted as equivalent years of experience, e.g., each 30 credit hours in a relevant field such as business, management, information technology, engineering, computer science, or other management or technical field, is equal to one-year experience. Similarly, 60 credit hours is equal to two years’